



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, November 16, 2015**  
**Stamford Government Center**  
**5th Floor Board of Education Board Room**  
**888 Washington Blvd, Stamford, CT**  
**Full Meeting Minutes**  
**(The meeting was videotaped.)**

**Attendees**

|                       |  |
|-----------------------|--|
| Michael Handler       | Chairman, WPCA Board                     |
| Daniel Capano         | Vice Chair /WPCA Board Member            |
| Ernie Orgera          | WPCA Board Member/Director of Operations |
| Cristina Andreana     | WPCA Board Member                        |
| Gerald Bosak (absent) | WPCA Board Member                        |
| Ed Kelly              | WPCA Board Member                        |
| James Fountain        | WPCA Board Member                        |
| Merritt Nesin         | WPCA Board Member                        |
| William Brink         | Executive Director, WPCA                 |
| Rhudean Bull (absent) | Administration Manager, WPCA             |
| Prakash Chakravarti   | Supervising Engineer, WPCA               |
| Mark Turndahl         | Accountant, WPCA                         |
| Stephen Pietrzyk      | Collections System Supervisor, WPCA      |
| Crystal Blair         | Admin Account Clerk, WPCA                |
| David Yanik           | City Controller                          |
| Lynda Roca            | Computil                                 |
| Tom Banas             | Ackerly & Ward                           |

**Call to Order, Pledge and Roll Call**

M. Handler called the meeting to order at 5:38 pm with roll call and pledge of allegiance. A quorum was present (7 Board Members).

**Public Participation**

No public participation.

**Minutes Approval**

E. Kelly motioned to approve the October 19, 2015 full Board Meeting minutes; seconded by J. Fountain. There was no discussion. **Vote 7-0-0.**

**Safety Report**

M. Sabo briefly reported:

- FY15/16 Injury Stats: 6 injuries vs 3 at this time FY14/15
- Next Site Safety Team meeting will be held December 9<sup>th</sup>
- Site Safety Tours were conducted by Site Safety Team in October
- Site and pump-station monthly inspections for fire extinguishers, safety shower and eyewashes, first aid kits, AED, sprinkler heads and other safety items were completed in September and October and is in progress for this month

- LOTO (Lockout/Tagout) supplies for all Pump Stations have been received and are in-process of being deployed to the stations.
- Ten U.S. Coast Guard approved marine life rings and mounting/storage cabinets have been received and will be installed on all clarifiers and at various locations on the Bioreactors
- New Hire Safety Orientation was conducted for Regulatory Compliance Inspector Jane Gibeault on November 9<sup>th</sup>
- WPCA Quarterly Staff Meeting will be held on Thursday, November 19<sup>th</sup> at which the OSHA-required annual refresher on blood borne pathogens will be given

### **Sub-Committee Reports**

#### **a. Finance Committee**

C. Andreana reported the Committee met today at 4:30 pm and discussed the following:

- Discussed October financials and reviewed accounts receivables
- Discussed 2015 year-end Audit
- Received a request for a discounted lump sum connection charge payment. In process of reviewing and will make a recommendation to the Board
- The WPCA has a pooled cash balance of \$34,000 and \$5 million in the reserve account
- Currently reviewing SWPCA Financial Policies

#### **b. Technical Committee**

D. Capano reported the committee met on November 10<sup>th</sup> and discussed the following:

- Wright Pierce presented the results of their study and recommendations for the upgrade of Raw Sewage Pump Station, Aeration Blowers and Emergency Power Generator. Reviewed proposed scope of work and fee by Wright Pierce for the design and bid phase.
- Reviewed amendment to Tighe & Bond Agreement to perform Arc Flash Analyses
- Odor Control – No other odor complaints reported; the ORP & pH probes are being installed in the sump of the scrubbers which should improve the operations of the system
- UV System was serviced by Wedeco on October 27<sup>th</sup> and it has been running well

### **Financial Update**

#### **a. Computil Report**

L. Roca reported that money is flowing in steadily; October billing collections is at almost 70%. She reported that they are making collection calls, getting feedback and finding people are getting confused with the 3-month water use billing but they are paying. Reminder bills will be going out around December 2<sup>nd</sup>. She reported that \$65,000 was collected today and tomorrow she is expecting a good day because \$50,000 was received in exceptions today and she is pleased with progress.

#### **b. Receivables Report**

- M. Turndahl reported the receivable balance is now \$9.180 million compared to \$11.067 million in 2014
- Cash collections for October is \$7.902 million so far; Connection and Assessment collection is \$183,000
- October 2015 billing collection rate is at 69.74%; April 2015 is at 95.95% and April 2011 collection rate is at 99.19%

#### **c. October Financials**

- M. Turndahl reported pooled cash is a positive \$34,000.
- October financials net income of \$5.144 million so far; he is using one half of the sewer use budget opposed to one third which shows on the income statement. He will reflect the budget as its billed opposed to monthly
- Cash on hand including reserve fund total \$4.980 million compared to \$3.592 million from last year

**d. A&W Collections Report & Update**

T. Banas gave a brief report and stated the following:

- On track to collect \$1.6 million for the year with \$89,000 disbursed this month and looking at another \$30,000 to be disbursed this week
- \$1.451 million collected through January 2015 and \$5.353 million collected to date.
- 309 accounts referred to collections w/balances over \$5,000 and there are 22 active foreclosure accounts.
- Closed 20 accounts this month including 5 pending foreclosure actions
- He reported on account #119868 - 50 Soundview Ave with a judgement of foreclosure obtained on August 5<sup>th</sup> and the sale date set for December 5<sup>th</sup>. The property has been appraised for \$495,000 and he recommends that the Board approve a bid of \$18,000 to protect debt. After a brief discussion C. Andreana made a motion to approve the bid of \$18,000; E. Orgera seconded. There was not further discussion. **Vote: 7-0-0**

**Executive Director's Top Ten**

B. Brink's report is attached and made a part of these minutes.

**Discussion & Vote: Funding of currently unfunded past capital expenditures for various capital projects totaling \$90,298.32 from the Capital Reserve**

M. Turndahl presented a schedule of past capital expenditures that are unfunded to be funded from the capital reserves. These were for five past completed projects that do not have available funding, and he would like to fund these from the capital reserve in the amount of \$90,298.32. M. Handler asked if this request is granted will it bring all the balances to \$0. M. Turndahl stated yes except for City share of Carriage Drive and storm water work that we are paying for that the City should be refunding to the WPCA. A. Andreana stated that the Finance Committee recommends approval of the funding with provision that M. Turndahl come back to the Finance Committee to confirm that the appropriations are in place before the transfers are made. M. Handler stated that this is a one-time deal for unfunded projects. E. Orgera motioned to approve the funding of capital expenditures totaling \$90,298.32 from the capital reserve; seconded by A. Andreana. **Vote: 7-0-0**

**Discussion & Vote: Amendment 1 to Agreement with Tighe & Bond for engineering services related to Arc Flash Analyses, preparing specifications for Electrical Preventive Maintenance, and standard electrical design for various pump stations**

B. Brink stated that the Tighe & Bond amendment consist of three parts. Task 1 is the preparation of an Arc Flash Analyses and related services. Task 2 is the development of an RFP for electrical equipment preventive maintenance. The third part is to prepare a standard design of electrical panels that can apply to all six pump stations. The scope of work was reviewed and approved by the Technical Committee. The compensation for the Arch Flash Analysis and development of the RFP is \$85,175. The work during the bidding of electrical preventive maintenance is hourly and is not to exceed \$6,234 and engineering services during the electrical preventive maintenance contract is based on an hourly cost not to exceed \$19,220. Compensation for the standard design of electrical panels for the pump stations is \$24,950. After further discussion E. Kelly motioned to approve the amended scope of work and fee; seconded by J. Fountain. **Vote: 7-0-0**

**Discussion & Vote: Agreement with Stantec for design, bidding and construction phase services for an electrical upgrade and other improvements to the Dyke Lane Pump Station**

P. Chakravarti stated that Stantec engineers were hired to do the study of the upgrade of the Dyke Lane Pump Stations. Initially the project anticipated doing the design of an emergency power generator and minor improvements, but the federal Economic Development Administration has given the City a grant for \$800,000 and they insist that we complete all the improvements recommended by the study. The EDA also insisted that the City create dedicated projects for the Dyke Lane Pump Station, which has been done and passed through the Board of Finance and Board of Reps. The appropriation is from two funding sources \$800,000 is grants and \$2 million is City funds. The agreement is for Stantec to provide the design and construction phase services for the electrical system upgrade and other improvements

recommended by their study. The design fee for Stantec is \$134,000 and an additional \$30,000 for construction services. E. Orgera made a motion to approve the Stantec design fee and the additional construction service fee; seconded by J. Fountain. D. Capano stated the Technical Committee has reviewed and approved. **Vote: 7-0-0.**

#### **SWPCA Policy Revision / Update**

a. Discussion—Sub-committees on Financial Policies and Procedures

J. Fountain explained that there has not been a meeting since the last time they met on October 27<sup>th</sup>. They have drafted a policy for M. Turndahl and B. Brink to review and update and will meet again in the first week in December.

b. Discussion – Sub-committee on Operational Policies and Procedures

D. Capano stated the committee met on November 4<sup>th</sup>. They organized the committee and are in the process of going through all the existing documents and trying to create an outline. The next meeting will be held on November 18<sup>th</sup>.

#### **Old Business**

N. Merritt stated that WPCA should write a formal letter to the owners of 65 Arden Lane rejecting their request for reimbursement for repairs to their lateral that was installed 14 years ago. After further discussion B. Brink stated that he would draft the letter notifying the owner of the decision.

At 6:21 pm, J. Fountain made a motion to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote: 7-0-0.**

### Stamford WPCA Top Issues (11-16-15)

| No. | Issue   | Action Description   | Impact                    | Status   | Schedule  |
|-----|---|--|---------------------------|--|---|
| 1   | Extreme wet weather - high flow discharge and permit exceedance on 5/1/14 | Perform an Infiltration and Inflow (I/I) Study to identify and remove extraneous flows caused by rainfall and high groundwater | Regulatory and Operations | 65 flow meters have been installed in collection system manholes to collect flow data for one year. Looking to extend the rental of the flow meters through June 2016 to capture a major storm/high flow events. | Three sub areas having high I/I flows have been identified for a pilot Sewer System Evaluation Survey (SSES) using CCTV internal pipe inspection and smoke testing to be done this fall. The first sub area of approximately 6,000 feet has been smoke tested by SWPCA staff. Other sub areas have been smoke tested by sub-contractor. |
| 2   | UV System Performance and Permit Exceedances                              | Improve reliability of UV disinfection system to avoid permit exceedances.   | Regulatory and Operations | UV disinfection system has been performing satisfactorily. Performance testing of programming changes was performed on October 27 <sup>th</sup> .  |   |
| 3   | Odor Control  | Minimize odors off site at treatment plant   | Operations                | All odor control scrubbers and carbon canisters are on line. Tech Committee has approved conceptual design of a storage building to house the sludge and screenings and grit trailers.                           | Exploring option of using a prefab building purchased by the Fire Department. Also looking at issuing a RFP to design/build the storage building. Have contracted with scrubber manufacturer to install pH and ORP probe connections to odor control scrubbers' sump for better pH and ORP measurement.                                 |
| 4   | Fill open positions   | Fill Regulatory Compliance Inspector position (for FOG inspections) and Shift Foreman position that are open.                  | Operations                | Jane Gibeault, Regulatory Compliance Inspector, started on 11/9. In negotiation with selected candidate for Shift Foreman position.  | Fill open Shift Foreman position by end of November. Having discussions with union on position description for new Senior Shift Foremen (Grade 4) position.   |

|    |   |  |   |  |  |
|----|---|--|---|--|--|
| 5  | WPCF evaluations and improvements                           | Engineering evaluations required in response to USEPA Admin Order. Study, design, and construct WPCF improvements to replace aged equipment and increase operations and energy efficiency. | Regulatory and Operations                       | Design of SCADA system upgrade is complete. Had kick-off meeting for design of flow distribution improvements to secondary clarifiers on 11/13. Tech Com has approved scope of work and fee for design of RSPS and Blower Upgrade Project - submit to CTDEEP for approval. | Received qualifications from system integrators for installing the SCADA system upgrade. Will send RFP next week and schedule interviews in early January. Start SCADA implementation in Spring 2016.<br><br>Start design of RSPS and Blower Upgrade in February 2016. |
| 6  | Personnel Safety  | Comply with requirements for arc flash protection.   | Operations                                      | Have selected electrical equipment for arc flash analyses, preventive maintenance, and (for some Pump Station electrical equipment) total replacement,   | Begin arc flash analyses for selected equipment by end of year.  |
| 7  | Connect to Existing Sewer                                   | Enforcement of City ordinance to connect to existing sanitary sewer within 180 days after notification   | Protect public health and expand customer base. | Issue has been referred to Halloran & Sage for legal opinion on options to enforce City ordinance to get properties to connect.  | Ken Slater of Halloran & Sage to present options to Board at the December meeting  |
| 8  | Update and revise SWPCA's written policies and procedures   | Update SWPCA policies and procedures to describe current practices and provide guidance to SWPCA Board, staff and customers.   | Operations and Financial                        | Subcommittees on Financial Policies met on 10/27 and Operational Policies met on 11/4.   | Subcommittees to meet monthly.   |
| 9  | Reimbursement by City of non-sanitary sewer related costs   | Reimbursement by City of non-sanitary sewer related costs for the Carriage Drive Sewer Project   | Financial                                       | M. Handler reports City will soon fund its share (\$1,069,000) of project costs.   |  |
| 10 | \$1.265 million of Carriage Drive Project remains unfunded. | Transfer \$1.265 M of 2009 BAB's GO Bond proceeds used to fund Storm Water Pump Stations and Mill River Project to fund Carriage Drive Project   | Financial                                       |  | Will schedule meeting with City and members of Finance Committee to discuss.   |